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SECRETARY OF THE AIR FORCE**



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Supplement**

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**Services**

**FOOD SERVICE MANAGEMENT  
PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*, and Department of Defense (DoD) Instruction (DoDI) 1338.10, *Department of Defense Food Service Program (DFSP)*. This instruction describes ordering, inventory, and accounting for food in dining facilities, flight kitchens, missile feeding, and field feeding operations. It does not apply to hospital dining facilities. This AFI is applicable to all Regular Air Force, Air Force Reserve and Air National Guard units or installations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Air Force Instruction 34-239. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB)

prior to certification and approval. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publication and Forms Management*. Refer to AFI 33-360 for tier waiver authority definitions and procedures. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

(AFGSC) This publication implements Air Force Instruction (AFI) 34-239, *Food Service Management Program*, is supplemented as follows: This supplement implements Air Force Global Strike Command's procedures for use in conjunction with AFI 34-239, *Food Service Management Program*. It applies to all military personnel assigned to Air Force Global Strike Command performing Missile Alert Facility (MAF) duties and Intercontinental Ballistic Missile (ICBM) operations organizations containing (MAF) Chefs. In collaboration with the Chief of the Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services develops personnel policy for this program. All Air Force military and civilian personnel (includes Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members) must comply with this publication. Organizations at any level may supplement this instruction using the process identified in AFI 33-360, *Publications and Forms Management*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility, HQ AFGSC/A1, using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Tier waiver authorities as approved by the Inspector General advisory board have been included per AFI 33-360, *Publications and Forms Management*. Refer to AFI 33-360 for tier waiver authority definitions and procedures. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. This instruction is consistent with the Air Force Occupational Safety and Health Standards (AFOSH).

### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. Changes are extensive due to policy and procedural updates to include realignment of the Headquarters Air Force Services Agency into the Headquarters Air Force Personnel Center, Services Directorate (AFPC/SV). In addition, the Services Installation Support Directorate (AFPC/SVI) was developed and implemented to provide installation support for some Major Commands (MAJCOM). MAJCOM/A1S staff has been limited to installations in USAFE and PACAF. Guidance for these installations will be provided by the MAJCOMs in the future; at this time, guidance will be provided by AFPC/SVI. Tier waiver authorities have been added as a requirement by the Inspector General Advisory Board IAW AFI 33-360.

(AFGSC) Numbered items have been added to better align the content of AFGSCI10-1214, *Missile Alert Facility Food Service Management*, under AFI34-239. These items govern the roles and responsibilities of the Missile Alert Facility Food operations.

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## Chapter 1

### FOOD SERVICE PROGRAM MANAGEMENT

#### 1.1. Authorized Uses

1.1.1. Title 37 United States Code Section 402 authorizes subsistence and directs the Secretary of Defense, in consultation with the Secretaries concerned, to prescribe policies regarding use of dining and field messing facilities of the uniformed services.

1.1.2. DoDD 1418.05, *Basic Allowance for Subsistence (BAS) Policy*, and AFMAN 65-116V2, *Defense Joint Military Pay System (DJMS) Unite Procedures Excluding FSO*, establishes policy and assigns responsibilities for military personnel subsistence.

1.1.3. DoDFMR Vol 7A, Chapter 25 directs subsistence entitlement, eligibility, restrictions, and special provisions to include meal collections and rates.

1.1.3.1. A military member being paid BAS must pay for all meals or rations received from a government mess or provided on behalf of the government (except when a patient in a hospital). This is a personal obligation of the individual.

1.1.3.2. With the exception of basic trainees and certain categories of personnel, all military members draw BAS. Formerly known as meal cards, Essential Station Messing (ESM) is messing declared by the installation, base, or station commander responsible for single government quarters, that is essential to operate the government mess efficiently and economically, or that is necessary for the health and safety of enlisted personnel permanently assigned to single quarters. Those categories of enlisted members included in ESM will be charged for all meals made available whether eaten or not, except for approved missed meals.

1.1.4. Do not provide food or drink paid from organization-type (Operation and Maintenance - O&M) funds for military members, civilian employees, or any other persons, except in cases specifically authorized by law. An exception is provided those members who are on Essential Station Messing (ESM) exposed to the elements for extended periods, have no reasonable access to refreshment sources, and where beverages are required to remain alert. Examples are: ESM Security Forces personnel manning gates plus guard posts, and ESM Civil Engineering personnel involved in snow removal, or who work locations where no reasonable access to refreshment is authorized. These ESM Airmen are authorized mission essential beverages provided at government expense (charged to the 3500 Appropriation account). All other personnel, military or civilian, are required to pay for coffee and other beverages at Air Force dining facilities.

1.1.4.1. AFI 65-601V1, *Budget Guidance and Procedures*, Chapter 4 provides guidance for the use of organization appropriated funds for food and drink to include bottled water and sports beverages. Sports Beverages and bottled water (such as Gatorade) used as Mission Essential Beverages for Essential Station Messing (ESM) will not be purchased with 3500 Appropriation. Sports beverages and bottled water not supporting a meal will be purchased using Organizational O&M funds. Organizations must comply with AFI 65-601V1, paragraph 4.58.6, Sports Beverages. Purchase determination must be made by

the local medical treatment facility (MTF) commander, or a medically qualified representative.

1.1.4.2. AFMAN 34-240, *Food Service Management Program*, provides guidance for emergency situations when installation commanders can allow off-base civilians, noncombatant evacuees, and family members evacuated from other Department of Defense (DoD) installations to eat in the base dining facilities.

**1.2. Unauthorized Uses.** Do not use appropriated fund (APF) food from food service for social activities.

**1.3. Nutrition Education.** Refer to AFI 40-104, *Health Promotion Nutrition*, for specific information on meeting recommended nutritional standards.

**1.4. Menu Patterns.** The Food Service Officer (FSO) and/or Food Service Section Chief (FSSC) ensure menu patterns in the Worldwide Menu are used. At Food Transformation Initiative (FTI) locations, compliance with menu standards of the contracted menu production process is mandatory.

### **1.5. Roles and Responsibilities**

#### **1.5.1. AF/A1S.**

1.5.1.1. Issues policy for conducting the Air Force Food Service Program.

1.5.1.2. Provides oversight and advocacy for budgets for food service O&M funding.

1.5.1.3. Coordinates nutritional awareness programs.

1.5.1.4. Provides oversight of Food Transformation Initiative.

1.5.1.5. Coordinates food service policy with the other military departments and DoD. Maintains contact with other government agencies and industrial associations.

#### **1.5.2. Air Force Personnel Center, Operations Division (AFPC/SVO).**

1.5.2.1. Program manager for (3500) Military Subsistence Account.

1.5.2.2. Administrates, publishes, distributes, and provides technical assistance and guidance to MAJCOMs, Executive Advisors, and installations on food service matters.

1.5.2.2.1. (**Added-AFGSC**) Sets, publishes, distributes, and provides technical assistance and guidance to 20 AF/A1S, Missile Feeding Operations Manager, and MAJCOMs regarding policy and procedures for Missile Feeding Operations.

1.5.2.3. Manages the Air Force food service program.

1.5.2.4. Oversees the Hennessy Trophy Awards Program to promote excellence in food service.

1.5.2.5. Develops customer service standards.

1.5.2.6. Provides WRM funding authorization to all MAJCOMs.

1.5.2.7. Aggregates and consolidates wartime subsistence prepositioning requirements from MAJCOMs.

1.5.2.8. Coordinates food service procedures with the other military departments and DoD. Maintains contact with other government agencies and industrial associations.

1.5.3. Air Force Personnel Center, Air Force Food and Beverage Operations Branch (AFPC/SVOF).

1.5.3.1. Develops food management program procedures.

1.5.3.2. Helps to introduce new food management systems by participating with other DoD agencies in the DoD Research, Development, Testing and Engineering program.

1.5.3.3. Coordinates and approves food specifications and resolves problems involving food quality and service.

1.5.3.4. Conducts food quality assurance and inspection training at the School of Aerospace Medicine.

1.5.3.5. Develops and updates the Air Force Worldwide Menu. Sets requirements for and approves menus used for FTI.

1.5.3.6. Runs training workshops for food service managers.

1.5.3.7. Reviews plans for food service modification, renovation, and construction projects for functional adequacy and sizing.

1.5.3.8. Establishes and monitors new food item tests and acceptability studies.

1.5.3.9. Provides functional expertise for developing and using state-of-the-art automated food service systems.

1.5.3.10. Trains food service personnel during Food Management Assistance Team visits and staff assistance visit at installation food service operations.

1.5.3.11. Prepares Statements of Work, quality assurance plans and other guidelines for food service contracts.

1.5.3.12. Air Force subject matter expert for coordination and maintenance of the Armed Forces Recipe Service.

1.5.3.13. Maintains centrally managed database of food service operational and financial data.

1.5.3.14. Coordinates supply of subsistence with Major Commands (MAJCOM) and deployed units.

1.5.3.15. Monitors installation's inventory to sales ratios, inventory levels and gain or loss tolerances.

1.5.3.16. Provide AFPC/FMNB updates to AFMAN 34-102, *Directory of Government Quarters and Dining Facilities*.

1.5.3.17. Manages Air Force Food Service WRM program.

1.5.3.18. Obtains WRM and food service ration reports from assigned food service activities and produces consolidated report of food service WRM assets.

1.5.4. Air Force Personnel Center, Comptroller Directorate (AFPC/FMN).

1.5.4.1. Submits and defends requirements for the Food Service ESM Military Subsistence Account (3500) budget, to include WRM requirements.

1.5.4.2. Submits and defends Second Destination Transportation funding for overseas shipment and excess subsistence and WRM rations rotation.

1.5.5. Air Force Personnel Center, Installation Support Division (AFPC/SVI).

1.5.5.1. Supervises and oversees operations of food service activities as stated in policies and procedures.

1.5.5.2. Analyzes command problems.

1.5.5.3. Provides direction for reaching MAJCOM and program goals.

1.5.5.4. Updates AFMAN 34-102.

1.5.5.5. Maintains liaison with installation commanders.

1.5.5.6. Acts as focal point on subsistence matters with AFPC/SVOF and deployed units during wartime, contingencies, exercises and emergencies.

1.5.5.7. Advises AFPC/SVOF of any significant subsistence problems.

1.5.5.8. Ensures WRM rations are requisitioned when notified by AFPC/SVOF.

1.5.5.9. Ensures food service activities do not exceed or fall below WRM funded levels.

1.5.5.10. Monitors inventory balances, date-of-pack, rotation, and expiration dates of all repositioned WRM.

1.5.6. MAJCOM/Component A1R (Includes C-MAJCOMS and C-NAFs).

1.5.6.1. Conducts adaptive and crisis planning regarding operational ration requirements

1.5.6.2. Responsible for determining WRM ration levels based on operational planning in coordination with the MAJCOM/A4L office (A4L is the WRM OPR).

1.5.6.3. Reports requirements for WRM/WCDO in conjunction with the MAJCOM A4L to AFPC/SVO annually by 15 March.

1.5.6.4. **(Added-AFGSC) 20AF/A1S, Manager, Missile Feeding Operations** will coordinate and monitor implementation of the policies and procedures developed by AFMC/SVO. The 20 AF/A1S will conduct staff assistance visits and provide after action reports and findings to AFMC/SVO. Additionally, they will consolidate financial reports for AFGSC and forward them to AFMC/SVO or the designated representative by the 15th of the month for the previous accounting cycle. **(T-2)**

1.5.6.5. **(Added-AFGSC)** Establishes the Missile Chef Working Group, determining the location of the annual working group. The purpose of this working group is to discuss issues and conduct program reviews, with the overall goal of improving MAF Food Service Management.

1.5.7. Installation Commander.

1.5.7.1. Provides adequate facilities for storage of food service subsistence (both perishable and semi perishable) to include WRM funded operational rations. **(T-1)**.



1.5.7.2. Funds all food service equipment and supplies. **(T-2).**

1.5.7.3. **(Added-AFGSC)** Will charge the **Mission Support Group Commander** to be responsible for the quality of MAF Food Service management and training within the missile complex. They are responsible to provide fully trained and functional missile chefs to maintain 100% coverage of Missile Alert Facilities. **(T-3)**

1.5.8. Force Support Commander or Director.

1.5.8.1. Acts as accountable officer for all food service subsistence and WRM stocks. **(T-1).**

1.5.8.2. Oversees operation of food service activities. **(T-2).**

1.5.8.3. Advises the AFPC/SVI of any significant subsistence problems. **(T-2).**

1.5.8.4. Forwards recommendations to improve the Air Force Food Service Program to AFPC/SVOF. **(T-2).**

1.5.8.5. Budgets for all food service equipment and supplies. **(T-3).**

1.5.8.6. Budgets in conjunction with the installation transportation officer sufficient transportation funds for shipment of excess food service subsistence and MREs. **(T-2).**

1.5.8.7. **(Added-AFGSC)** **Force Support Squadron Commander** is responsible for the management of MAF feeding personnel and programs. They will ensure operations and financial requirements are maintained IAW this instruction and all supporting publications. Additionally, the FSS/CC will ensure the FSV signs the AF Form 1119, *Monthly Monetary Record*, and verify financials by the 10th of each month for the previous month. The FSS/CC is responsible to rotate assigned missile chefs to ensure mission success while enhancing career progression of assigned personnel. The FSS/CC is also responsible for assigning personnel to accomplish dispatch requirements and forms to support the mission. **(T-3)**

1.5.8.7.1. **(Added-AFGSC)** The FSS will develop a MAF Chef training program that implements the requirements of 10, 34, and 36 series instructions in addition to this supplement. MAF Chefs will be trained and qualified on required tasks before performing unsupervised duties in the field.

1.5.9. FSO/FSSC.

1.5.9.1. Oversees the installation APF food service program. **(T-3).**

1.5.9.2. Develops a program for replacing equipment and upgrading facilities. Prepares a five year equipment replacement plan. **(T-3).**

1.5.9.3. Ensures manual procedures are available for continued operations if the point-of-sales system or back of house computer system is inoperative. **(T-3).**

1.5.9.4. Gives dining facility cashiers written instructions and training on safeguarding cash and forms, customer identification and meal charges. **(T-3).**

1.5.9.5. Trains food service staff. **(T-3).**

1.5.9.6. Uses AF Form 1038, *Food Service Evaluation Record*, to rate the food service operation. **(T-3).**

1.5.9.7. Certifies and signs, and is accountable for, the AF Form 1119, Monthly Monetary Record. **(T-3).**

1.5.9.8. Reviews and approves food service requisitions before submission to the Defense Logistics Agency Troop Support (DLA TS) or other sources of subsistence supply. **(T-3).**

1.5.9.9. Ensures WRM rations are requisitioned when notified by the AFPC/SVI. **(T-3).**

1.5.9.10. Reviews and forwards WRM and ration reports to the AFPC/SVI. **(T-3).**

1.5.9.11. Gives instructions with the appropriate forms to any organization requesting MREs. **(T-3).**

1.5.9.12. Ensures Hazard Analysis Critical Control Point (HACCP) procedures are used for subsistence to include storage, food preparation, cooking, serving and holding food products. **(T-2).**

1.5.9.13. Develops manning schematics for military and appropriated fund civilian personnel. **(T-3).**

1.5.9.14. Ensures the roster of personnel on ESM is maintained daily, with all Active, Reserve, Guard and Student personnel authorized to subsist on ESM maintained on the listing. **(T-3).**

1.5.9.15. Accountable for insuring quality assurance evaluations are conducted on all food service contract requirements. **(T-3).**

1.5.9.16. Reviews and approves budget requests for new or replacement equipment. **(T-3).**

1.5.9.17. Annually identifies by letter the quantity of WRM rations requiring rotation during the next 12 months to the installation plans office through the Force Support Commander or Division Chief no later than 15 October. **(T-3).**

#### 1.5.10. Food Service Personnel.

1.5.10.1. Prepares and serves meals in accordance with Air Force Recipe System guidelines to the installation populace; ensuring quality and quantity guidelines. At FTI locations, insure compliance with Air Force approved recipes. **(T-3).**

1.5.10.2. Cleans work station after every meal period or in accordance with FSO established operational instructions. **(T-3).**

1.5.10.3. Orders, receives, stores, transfers, and issues subsistence to all authorized activities. **(T-3).**

1.5.10.4. Establishes controls for issue of subsistence to APF customers. **(T-3).**

1.5.10.5. Maintains inventories within approved variances to support current and projected needs. **(T-3).**

1.5.10.6. Keys all requisition, receipt, transfer, issue, and other documents affecting inventory into the management information system by close of business daily. **(T-3).**

1.5.10.7. Forwards requisitions to the FSO or FSSC for review and approval before submitting to DLA TS. **(T-3).**

1.5.10.8. Establishes a schedule for submission of all food orders. **(T-3).**

1.5.10.9. Complies with procedures contained in AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Material Handling*. **(T-3).**

1.5.10.10. Monitors inventory balances, date-of-pack, rotation and expiration dates of all subsistence. **(T-3).**

**1.5.11. (Added-AFGSC) Missile Alert Facility Food Service Management Program.** The primary mission of the missile alert facility (MAF) Food Service program is to provide trained personnel to perform chef tasks. The MAF chef will assist the Facility Manager (FM) with emergency response procedures and if needed, provide buddy care. Additional duties and other taskings that do not directly support the mission should be kept to a minimum to avoid interfering with the successful accomplishment of that mission. **(T-3)**

1.5.11.1. **(Added-AFGSC) MAF Food Service Management Staff.** Staff personnel must be proficient and trained using AF Form 1098, *Special Task Certification and Recurring Training*, and AF Form 797, *Job Qualification Standard Continuation/Command JQS*, established for Missile Chef Responsibilities. Supervisors will conduct monthly MAF visits. These visits should stress safety, security, master training plan usage, and ensure compliance with MAF directives. **(T-3)**

**1.5.12. (Added-AFGSC) Resource Utilization.** Assigned personnel and resources must be effectively utilized to maximize mission accomplishment. The Force Support Squadron commander (FSS/CC) is responsible for 24/7 coverage/manning of the Missile Alert Facility (MAF) kitchens by supplying fully trained missile chefs for continuous utilization. This requirement is mandated for successful operations. **(T-3)**

1.5.12.1. **(Added-AFGSC)** Alert days per month should not exceed a total of 16 alert/travel days per a 30 day month or 17 alert/travel days per a 31 day month.

1.5.12.2. **(Added-AFGSC)** Reduced MAF alert tours, leaves, TDYs, additional duties, etc., must be closely monitored to ensure equitable alert load distribution.

1.5.12.3. **(Added-AFGSC)** MAF Chef activities should be limited to permit at least eight hours rest during each 24- hour alert period. This does not preclude response to abnormal indications requiring immediate response or preparing food for maintenance teams.

1.5.12.4. **(Added-AFGSC)** MAF Chefs earn the minimum of 50 percent of their alert-related time as a rest period following a MAF alert. Leadership should strive to provide 100% of their alert-related time as a rest period unless mission necessity dictates otherwise.

**1.5.13. (Added-AFGSC) Recognition and Awards.**

1.5.13.1. **(Added-AFGSC)** 20AFI 36-2805, *Twentieth Air Force Functional and Professional Awards Program*, will be used for submission of AFGSC awards for all assigned missile chefs.

1.5.13.2. **(Added-AFGSC)** The Force Support Squadron can submit one 3M0X1 for each AFGSC award category. Air Force guidance is to select only one winner per base for each category.

**1.5.14. (Added-AFGSC) Chef Superintendent.**

1.5.14.1. **(Added-AFGSC)** The Chef Superintendent is responsible to the FSS/FSV for the following MAF management issues:

1.5.14.2. **(Added-AFGSC)** Ensure flight chef NCOICs do not establish additional positions for individuals whose duty is accurately described by one of the duty titles identified in this chapter.

1.5.14.3. **(Added-AFGSC)** Implement and monitor compliance with DoD and other Air Force directives or instructions. **(T-3)**

1.5.14.4. **(Added-AFGSC)** Establish a MAF Chef training program implementing the requirements established in AFI 36-2201, *Air Force Training Program*, and **Chapter 3. (T-3)**

1.5.14.4.1. **(Added-AFGSC)** Act as the single point of contact within the squadron concerning MAF Chefs and reviews all reports pertaining to missile chef readiness and training. **(T-3)**

1.5.14.5. **(Added-AFGSC)** Ensure additional duties do not detract from nuclear mission and/or individuals' responsibilities to accomplish their primary mission (for example: WSA, wing details, and local readiness programs).

1.5.14.6. **(Added-AFGSC)** Coordinate and control assigned personnel to include Missile Chefs, Flight NCOICs, Accountants, and storeroom personnel.

1.5.14.7. **(Added-AFGSC)** Conduct and document initial certification and annual observation of the chef trainer. **(T-3)**

1.5.14.8. **(Added-AFGSC)** Ensure personnel follow proper accounting directives and procedures. **(T-3)**

**1.5.15. (Added-AFGSC) Flight Chef NCOIC.**

1.5.15.1. **(Added-AFGSC)** Responsible to the Chef Superintendent for MAF chefs' performance.

1.5.15.2. **(Added-AFGSC)** Organize as required by AFD 38-1, *Organization and Unit Designations*, and AFI 38-101, *Air Force Organization*.

1.5.15.3. **(Added-AFGSC)** Ensure additional duties do not interfere with individuals' responsibilities to accomplish the unit MAF Food Service Management Program mission.

1.5.15.4. **(Added-AFGSC)** Ensure assigned personnel are aware of all applicable operating procedures and publication changes.

1.5.15.5. **(Added-AFGSC)** Ensure assigned personnel maintain required proficiency by implementing training programs established by the squadron, AFI 36-2201 and paragraph 3.1. **(T-3)**

1.5.15.5.1. **(Added-AFGSC)** Provide oversight on all issues including CDCs, mentoring programs, and professional development

1.5.15.6. **(Added-AFGSC)** Provide job specific feedback for enlisted performance reports, awards, and decorations of all assigned MAF chefs.

1.5.15.7. **(Added-AFGSC)** Ensure necessary equipment is available, serviceable, and used as required to complete tasks. **(T-3)**

1.5.15.8. **(Added-AFGSC)** Perform a monthly inspection of all assigned MAF kitchens and food operations. As a minimum, ensure personnel adhere to safe food handling, storage procedures, and equipment operating procedures. Submit a written report to the Chef Superintendent. Complete annual food protection training provided by Public Health. **(T-3)**

1.5.15.8.1. **(Added-AFGSC)** The report will encompass a 100 percent physical inventory of subsistence items, overall sanitation, and physical condition of the kitchen, safety practices, funds control, complete AF Form 282, *Unannounced Spot Check of Cashier*, storage procedures, equipment condition and other areas deemed appropriate. Reports will include any corrective actions. **(T-3)**

1.5.15.8.2. **(Added-AFGSC)** A copy of the report will be forwarded to the Chef Superintendent and the FSO/FSV by the fifth duty day of the following month. List the corrective actions taken, if applicable.

1.5.15.8.3. **(Added-AFGSC)** The flight chef NCOIC will provide direct feedback to customer comments within 72- hours upon receipt. At the end of each month, the flight chef NCOIC will consolidate and forward a report listing customer satisfaction ratings and corrective actions to the Chef Superintendent by the fifth day of the following month.

1.5.15.9. **(Added-AFGSC)** Furnish a copy of previous month's final chef schedule no later than the fifth day of each month to the Chef Superintendent. Projected month's schedule will be sent to the Chef Superintendent and Chef Trainer no later than the twentieth day of the current month. Any schedule changes will be forwarded within one duty day to the each person previously listed.

1.5.15.10. **(Added-AFGSC)** Review and approve site inventory goals quarterly. Provide a copy of all changes to MAFFO (Store Room).

1.5.15.11. **(Added-AFGSC)** Review, validate, and reconcile all forms and monies turned in by MAF Chefs on changeover and turn-in days. Ensure chefs sign for controlled forms on AF Form 1254, *Register of Cash Collection Sheets*. **(T-3)**

1.5.15.12. **(Added-AFGSC)** Sign all AF Form 79s in the Dining Facility Supervisor signature block. Turn in all forms and monies to MAFFO Accounting by close of business on changeover and turn-in days. Hold MAF Chefs accountable for completion of all required actions before release from tour duty. **(T-3)**

1.5.16. **(Added-AFGSC)** **MAF Chef OJT Trainer.** Provide initial qualification, recurring, and remedial training of management tasks. **(T-3)**

1.5.16.1. **(Added-AFGSC)** Trainers must meet the following criteria prior to performing unsupervised instructor duties:

1.5.16.2. **(Added-AFGSC)** Meet minimum instructor requirements of AFI 36-2201.

1.5.16.2.1. **(Added-AFGSC)** Ensure instructors meet minimum instructor requirements IAW AFI 36-2201, prior to performing unsupervised instructor duties.

1.5.16.2.2. **(Added-AFGSC)** Provide initial instructor training to newly appointed OJT instructors.

1.5.16.2.3. **(Added-AFGSC)** Conduct and document an annual instructor observation of all squadron OJT instructors.

1.5.16.2.4. **(Added-AFGSC)** Do not exceed 12 months (due date is the last day of the anniversary month) between observations. Report results to the Chef Superintendent and the flight chef NCOIC.

1.5.16.3. **(Added-AFGSC)** Conduct MAF Chef training using Master Training Plan and lesson plans.

1.5.16.3.1. **(Added-AFGSC)** Coordinate with the Unit Training Manager to establish an initial training program for MAF Chef tasks, to include food handlers, SABC, and CPR. The Chef Superintendent will review and coordinate on all chef training programs. **(T-3)**

1.5.16.3.2. **(Added-AFGSC)** Ensure MAF Chefs with a 3-skill level accomplish a minimum of three supervised training tours (conducted by a certified trainer) prior to performing unsupervised duties.

1.5.16.3.3. **(Added-AFGSC)** Ensure MAF Chefs with a 5-skill level or higher accomplish a minimum of two supervised training tours. However, individuals with previous missile chef duty experience may be qualified by the chef superintendent after the first training tour as long as all required tasks have been trained.

1.5.16.3.4. **(Added-AFGSC)** Manage the remedial training program providing specific task training for deficiencies discovered through the training program, or areas identified by the flight NCOIC. Ensure the remedial training program is tailored to correct substandard performance.

1.5.16.4. **(Added-AFGSC)** Manning, Qualification and Proficiency:

1.5.16.4.1. **(Added-AFGSC)** The Chef Trainer will be qualified on all tasks they will train.

1.5.16.4.2. **(Added-AFGSC)** Prior to performing unsupervised Chef Trainer duties, personnel selected must be qualified on appropriate trainer CFETP tasks and be certified by the Chef Superintendent.

1.5.16.4.3. **(Added-AFGSC)** Once certified, the Chef trainer and OJT instructors are subject to Trainer Procedure Evaluations (TPE) within 90 days of certification, and annually thereafter. **(T-3)**

1.5.16.4.4. **(Added-AFGSC)** Do not exceed 12 months (due date is last day of the anniversary month) between observations.

1.5.16.5. **(Added-AFGSC)** Instructional Material:

1.5.16.5.1. **(Added-AFGSC)** Use Services Training Aids (STAs) for all CFETP tasks. Ensure locally developed lesson plans are reviewed annually. Coordinate lesson plan reviews through the Chef Superintendent. Develop a lesson plan IAW AFMAN 36-2236, *Guidebook for Air Force Instructors*. **(T-3)**

1.5.16.5.1.1. **(Added-AFGSC)** The OJT program, CFETP and AF Form 797, will be used to train and document all MAF Chef tasks. The master CFETP will be maintained in a central location within the squadron or electronically.

1.5.16.5.1.2. **(Added-AFGSC)** Accomplish annual CFETP reviews. A CFETP Review Board, chaired by the Unit Training Manager, will review CFETP, local continuation sheet AF Form 797, and the master task listing (MTL) for 100 percent task coverage, currency, and accuracy. Local continuation sheets (AF Form 797) are used to document training on new tasks not found in the CFETP/JQS. Ensure the review board consists of all affected flights, the Chef Superintendent, and Missile Alert Facility Feeding Operations (MAFFO). The review board will:

1.5.16.5.1.2.1. **(Added-AFGSC)** Review CFETP changes and local AF Form 797s.

1.5.16.5.1.2.2. **(Added-AFGSC)** Submit CFETP changes to 20 AF/A1S.

1.5.16.5.1.2.3. **(Added-AFGSC)** Assign task responsibility.

1.5.16.5.1.2.4. **(Added-AFGSC)** Review and validate new documents within 30 days and make local additions as necessary. Will assist with the management of OJT records; review master training records (Missile Chef Feeding MTL and local listing) and inspect all OJT records annually to ensure proper documentation. **(T-3)**

1.5.16.5.2. **(Added-AFGSC)** Lesson plans will be developed as a tool that aids the instruction process by providing the “how’s and why’s” for the task being trained.

1.5.16.5.3. **(Added-AFGSC)** Provide each flight with a training forecast and awaiting action listing. Monitor overdue- training and notify the appropriate level of supervision to correct training deficiencies.

1.5.16.6. **(Added-AFGSC)** Notify the chef superintendent of any master training plan inaccuracies and assist during annual reviews.

1.5.16.7. **(Added-AFGSC)** Keep a daily record of activities for each trainee to include date accomplished, material covered, and trainee’s progress.

1.5.16.8. **(Added-AFGSC)** Ensure MAF Chef personnel are trained on required tasks before performing unsupervised duties. **(T-3)**

1.5.16.8.1. **(Added-AFGSC)** Sign off all tasks in trainee’s CFETP upon completion of training. Note: Task certification in the CFETP is not required, as all tasks are non-core.

1.5.16.8.2. **(Added-AFGSC)** Notify the flight chef NCOIC of date initial chef qualification training is completed.

1.5.17. **(Added-AFGSC)** MAF Chefs:

1.5.17.1. **(Added-AFGSC)** Maintain required proficiency IAW OJT records.

1.5.17.2. **(Added-AFGSC)** Ensure to collect monies and signatures from all patrons at the MAF.

1.5.17.3. **(Added-AFGSC)** Accomplish changeover IAW established procedures and document inspections using the DD Form 2973, *Food Operation Inspection Report*, or equivalent form approved by base Public Health. **(T-3)**

1.5.17.4. **(Added-AFGSC)** Sign for controlled forms on AF Form 1254. Turn in all documents and monies immediately after completed tour to MAFFO. **(T-3)**

**1.5.18. (Added-AFGSC) NCOIC, Missile Alert Facility Feeding Operations (MAFFO):**

1.5.18.1. **(Added-AFGSC)** Ensure storeroom personnel conduct a physical inventory of all food items at close of business on the 15<sup>th</sup> and the last day of the month. **(T-3)**

1.5.18.2. **(Added-AFGSC)** At end of the FY, ensure a disinterested individual outside the MAFFO operation conducts a physical inventory of all food items.

1.5.18.3. **(Added-AFGSC)** Prepare locally generated Recipe Cards IAW AFMAN 34-240, *Food Service Program Management*, and distribute to each MAF as required.

1.5.18.4. **(Added-AFGSC)** Distribute all menu price updates and changes for the next month to each MAF no later than the last day of the current month.

1.5.18.5. **(Added-AFGSC)** Maintain accountability for War Reserve Material (WRM) Funded Level Rations Meals Ready to Eat (MRE). Submit AF Form 28 to 20 AF/A1S by the 10<sup>th</sup> of the following month. **(T-3)**

**1.5.19. (Added-AFGSC) Meal Hours:**

1.5.19.1. **(Added-AFGSC)** Hours should be set to allow enough time for personnel to get their meals; however, care must be taken to ensure chefs aren't over tasked by extended meal hours. The chef should obtain meal orders at least one half hour prior to the start of the meal period to allow time for preparation. Meal times will be standardized throughout the Missile Alert Facilities.

1.5.19.2. **(Added-AFGSC)** All requests for meals at other than established meal hours will be coordinated with the Facility Manager before submittal to the chef. This will ensure the chef's down time is not abused by other personnel who have not planned for their meals.

**1.5.20. (Added-AFGSC) Public Health:**

1.5.20.1. **(Added-AFGSC)** Public Health is the "regulatory authority" for Air Force food protection activities IAW AFI 48-116, *Food Safety Program*, and facility sanitation practices IAW AFI 48-117, *Public Facility Sanitation*.

1.5.20.2. **(Added-AFGSC)** Inspect food safety standards of MAF kitchens IAW AFI 48-116 and stored operational rations no less than annually or at a greater frequency as established by the Aerospace Medicine Council to verify compliance with AFMAN 48-147, *Tri-Service Food Code*. **(T-3)**

1.5.20.3. **(Added-AFGSC)** Inspect facility sanitation standards of the MAF living quarters, restroom facilities, and fitness equipment IAW AFI 48-117 no less than annually or at a greater frequency as established by the Aerospace Medicine Council.

1.5.20.4. **(Added-AFGSC)** Train and provide consultative services to chef superintendents and flight chef NCOICs concerning wholesomeness, condition,



packaging integrity, source approval, sanitary condition of delivery vehicles, and proper storage of foods at delivery to ensure suitability for intended purposes. (T-3)

1.5.20.5. (Added-AFGSC) Approve initial/annual food protection training for food service employees. (T-3)

1.5.20.6. (Added-AFGSC) Provide annual food protection training to food service supervisors. (T-3)

1.5.20.7. (Added-AFGSC) Investigate, document, and report infested subsistence IAW MIL- STD 904C, *Guidelines for Detection, Evaluation, Identification, and Prevention of Pest Infestation of Subsistence* and DLAM 4155.6, *Entomological Laboratory Identification*. (T-3)

1.5.20.8. (Added-AFGSC) Determine wholesomeness for foods exposed to refrigeration failure.

1.5.20.9. (Added-AFGSC) In consultation with Bioenvironmental Engineering, review proposed contract services for compliance with sanitary requirements.

**1.6. Use of Air Force APF Dining Facilities.** Refer to [Attachment 2](#).

**1.7. Types of Flight Meals and Allowances.** Refer to [Attachment 4](#).

**1.8. Customer Feedback.** Uses Air Force Form 27, *Food Service Customer Survey*, installation or AFPC/SVOF approved form to solicit feedback from customers in all APF dining facilities.

**1.9. Dining Facility Closures.** Commanders have a responsibility to ensure their Airmen have access to affordable, nutritious meals. Perform due diligence before deciding to close a primary dining facility, which includes implementing a viable plan for maintaining an installation feeding capability that provides adequate meal service for Airmen. Dining facility closures require prior Air Force Council approval. Closure requests must be accompanied by an appropriate feeding capability plan that meets mission requirements and provides adequate consideration for the needs of Airmen. (T-1).

## Chapter 2

### FOOD SERVICE CONTRACTS

**2.1. Contingency Plan.** Air Force activities with food service contracts must have contingency service plans in the event the contractor fails to meet the conditions of the contract. Obtain a model installation-level contingency plan from AFPC/SVI or AFPC/SVOF, 2261 Hughes Ave Suite 156, Lackland AFB TX 78236-9854.

**2.2. Statement of Work (SOW).**

2.2.1. MAJCOM/A1, AFPC/SVI and AFPC/SVOF maintain all food service contracts. Each base will provide a copy of each food service contract and amendment to said contract to AFPC/SVOF upon issuance of the contract or amendment.

2.2.2. AFPC/SVOF develops and maintains a standard SOW for Air Force food service contracts. Food service managers request and utilize the standard SOW for new or replacement contract solicitations. AFPC/SVOF approves deviations from the standard SOW.

## Chapter 3

### FOOD SERVICE ACCOUNTING

**3.1. Accounting for Cash and Forms.** FSOs and FSSCs must fully and accurately account for meals they serve. (T-3).

**3.1.1. FSOs and FSSCs:**

3.1.1.1. Safeguard Air Force Form 79, *Head Count Record and cash receipts at both automated and manual operations*. Safeguard the Sales Offset Report at automated locations. (T-3).

3.1.1.2. Verify the daily amount of cash collected and turned in to the accounting and finance office. At FTI locations, cash is turned into the NAF Accounting Office. (T-3).

3.1.1.3. Investigate and report to squadron leadership when controlled forms are missing. (T-3).

3.1.1.4. Accounts for AF Form 79s on AF Form 1254, *Register for Cash Collection Sheets*. (T-3).

3.1.1.5. Prepare AF Form 1119-1, *Manual Monthly Monetary Report* (RCS: HAF-SVS (M) 9122), for all meals. Refer to [Attachment 5](#). AF Form 1119-1 is submitted to AFPC/SVOFA by the 8<sup>th</sup> working day of each month. (T-2).

3.1.1.6. Use Air Force Form 282, *Unannounced Spot-Check of Cashier*, each month to spot check cashier functions for accurate customer headcount along with cash control procedures. (T-3).

**3.2. Dining Facility Managers:**

3.2.1. Account for forms and cash issued to cashiers on AF Form 1305, *Receipt for Transfer of Cash and Vouchers*. (T-3).

3.2.2. Report any cash overages or shortages on DD Form 1131, *Cash Collection Voucher*. (T-3).

3.2.3. Recap number of meals served to and all subsistence purchases for all dining facility operations on the AF Form 1119-1 and the Sales and Cost Report. Refer to [Attachment 5](#). FTI installations can refer to [Attachment 6](#). (T-3).

3.2.4. Account for flight meals and record cash collected for them on AF Form 79, Sales Offset Report or the Cash Reconciliation Report. (T-3).

3.2.5. Use the Production Log to record all instructions to storeroom personnel about how much subsistence to order, and to instruct cooks about which food items to prepare, the recipe to be used, quantities to be prepared, and when to prepare each menu item. (T-3).

3.2.6. Record raw and finished waste on the Waste Log. (T-3).

3.2.7. In automated operations food service managers manage the theoretical cost percentage from the Sales and Cost report. Managers ensure the theoretical cost percentage average between 75 percent and 85 percent, with 80 percent being the target. (T-3).

**3.3. Gains and Losses.** The food manager will maintain each food account within three percent of the monthly-earned income. **(T-3).** If a food service operation fails to maintain the food account within three percent of monthly earned income for three consecutive months, the following actions are taken:

3.3.1. The Force Support Commander or Director investigates the account and takes appropriate action to include a report of survey on DD Form 200, *Financial Liability Investigation of Property Loss*. The commander or director informs the Mission Support Group Commander with a summary of the deficiencies, and the corrective actions taken to bring the food account back within authorized tolerance. **(T-3).**

3.3.2. The Mission Support Group Commander informs the MAJCOM/A1 and AFPC/SVI of actions taken to correct the problem. **(T-3).**

**3.4. Small and Large Flight Meals.** When dining facilities or flight kitchens prepare meals that are served away from dining facilities, the food cost for these meals must not exceed 30 percent of the meal cost allowance for a small meal and 65 percent of the meal cost allowance for a large meal. (T-0). Meals are requested on AF Form 79. Prices for flight meals are established annually by OSD Comptroller and guidance issued by AFPC/SVOF. **(T-2).**

**3.5. Field Feeding.** Use a meal cost allowance determined quarterly by AFPC/SVOF for field feeding.

3.5.1. Keep a weekly record of all types of meals served and account for them on the AF Form 1119-1. For reporting procedures, refer to [Attachment 5](#). **(T-3).**

3.5.2. Perform physical inventory weekly to determine food expenses. Conduct monthly inventories in accordance with [paragraph 4.4](#). **(T-3).**

3.5.3. During installation exercises or short-term contingencies that occur over one month or consecutive months, food managers will maintain the food service accounts at three percent of the total earned income. If the food service operation records greater losses for three consecutive months, the actions specified in [paragraph 3.3.1](#) and [3.3.2](#) will be taken. **(T-3).**

3.5.4. Food service activities conducting field feeding will carry forward gains/losses each month throughout the fiscal year. **(T-3).**

3.5.5. For menu patterns, all field feeding operations must comply with the Air Force feeding plan as defined in AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*. **(T-0).**

### **3.6. (Added-AFGSC) MAFFO Accounting:**

3.6.1. **(Added-AFGSC)** Audit all forms and monies. **(T-3)**

3.6.2. **(Added-AFGSC)** Request and maintain a change fund at each MAF kitchen. **(T-3)**

3.6.3. **(Added-AFGSC)** Control cash receipts and deposits. **(T-3)**

3.6.4. **(Added-AFGSC)** Consolidate and complete all reporting documentation. Finalized forms will be handled IAW AFI 34-239.

3.6.5. **(Added-AFGSC)** Maintain close coordination with the Chef Superintendent and flight chef NCOICs to keep MAF food accounts within the mandated tolerance of three percent.

3.6.6. **(Added-AFGSC)** Forward required documents to 20 AF/A1S within 10 calendar days after the close-out date.

3.6.7. **(Added-AFGSC)** Deposits should be made after 1500 hours after each tour unless weather becomes a factor. Deposits should not to exceed \$5K. **(T-3)**

### **3.7. (Added-AFGSC) MAF Accounting Procedures:**

3.7.1. **(Added-AFGSC)** The Chef Superintendent will also forward the consolidated copy of all financial reports and customer surveys to the FSV by the fifth day of the following month. The Chef Superintendent will maintain files for 12 months active and 12 months inactive.

3.7.2. **(Added-AFGSC)** A maximum four day accounting cycle will be used for site posting of accounts and money turn-ins. **(T-3)** Electronically generated forms may be used when authorized.

3.7.3. **(Added-AFGSC)** Upon completion of an accounting cycle, the chef is required to turn in to the MAFFO Account section monies and the following completed forms as directed by higher headquarters: **(T-3)**

3.7.3.1. **(Added-AFGSC)** AF Form 79, *Head Count Record*, for all meals sold during the accounting period and monies collected (if register is inoperable).

3.7.3.2. **(Added-AFGSC)** AF Form 1305, *Receipt for Transfer of Cash and Vouchers*, accounting for all money transfers within missile feeding.

3.7.3.3. **(Added-AFGSC)** AFGSC Form 1650a, *ALACS Daily Dining Facility Summary*.

3.7.3.4. **(Added-AFGSC)** AF Form 3516, *Food Service Inventory Transfer Receipt*, report all transfers in or out.

3.7.3.5. **(Added-AFGSC)** AFGSC Form 16, *Missile Alert Facility Kitchens (MAFK) (Shift) Stock Control Record*, (automated) or equivalent.

3.7.3.6. **(Added-AFGSC)** Emergency Meal Credit Memorandum, as applicable.

3.7.3.7. **(Added-AFGSC)** If cash register equivalents are being used.

3.7.4. **(Added-AFGSC)** Register tape.

3.7.5. **(Added-AFGSC)** Monetary Reporting Procedures

3.7.5.1. **(Added-AFGSC)** The FSV and Chef Superintendent will sign the AF Form 1119.

3.7.5.2. **(Added-AFGSC)** Controlled forms will be signed in and out on AF Form 1254.

3.7.6. **(Added-AFGSC)** Surcharge will not be charged to personnel assigned to the installation. However, 33% surcharge will be charged to Civilian contractors, spouses, and TDY members who are receiving the full per diem rate. The surcharge will be charged to the total meal price, not to every item. Upon returning funds to MAFFO, the surcharge will be documented using the surcharge fund site number.

### **3.8. (Added-AFGSC) MAF Cash and Essential Station Messing (ESM) Procedures:**

3.8.1. **(Added-AFGSC)** Emergency Meal Credit: The following procedures will be followed in the collection of emergency meal charges for Air Force members receiving Basic Allowance for Subsistence (BAS) who are extended credit for purchasing meals while under adverse conditions at missile sites.

3.8.1.1. **(Added-AFGSC)** The FM must authorize and sign the form. See **Attachment 9**.

3.8.1.2. **(Added-AFGSC)** The authorized user of the credit has to clear the debt after returning from the missile field. This will be accomplished by paying the debt at MAFFO.

## Chapter 4

### FOOD ORDERING AND INVENTORY PROCEDURES

**4.1. Forecasting.** For a new requirement, the FSSC gives the Defense Logistic Agency Troop Support (DLA TS) account manager the forecast for food 30 days in advance for Continental United States (CONUS) locations and 120 days for overseas (OCONUS) locations. **(T-3).** The Prime Vendor (PV) forecast allows contracts to be tailored to the customer's requirements and allows the customer maximum flexibility.

**4.2. Ordering.** For manual operations, storeroom personnel log into Subsistence Total Ordering and receipting Electronic System (STORES) Web to create subsistence orders. **(T-3).** When purchasing from the Defense Commissary Agency (DeCA) resale store, use a food service government purchase card. **(T-3).** For manual and automated operations, storeroom personnel will input commissary purchases in Aloha's inventory control. **(T-3).** In automated dining facilities under PV, the user orders directly from the PV through an electronic catalog in Aloha's inventory control that lists all the items available for the customer to order. **(T-3).** If orders are unable to be placed through Corporate Food Service (CFS), storeroom personnel will order directly through STORES Web. **(T-3).** Catalog updates, requisitions, purchase orders, acknowledgments, and receipts are transmitted electronically using a closed loop Electronic Commerce system between the customer, Defense Logistics Agency Troop Support (DLA TS) and the contractor.

**4.3. Reconciliation.** The facility manager will turn in all paperwork to the food service accountant within 24 hours of receipt of food items except when items are delivered on weekends. **(T-3).** The accountant will:

4.3.1. Record and reconcile all types of purchases and charges on the *Purchases Reconciliation Worksheet*. Charges to the subsistence account are billed on the SF 1080, *Voucher for Transfer between Appropriation and/or Funds*. Reconciliation of purchases should be done daily and validation of SF 1080 completed monthly, upon receipt from Defense Finance and Accounting Service (DFAS). **(T-3).**

4.3.2. In automated operations, verify correct amounts on the Purchase (History) Journal and the Receipt Confirmation. If you do not receive receipt confirmation within 2 business days, contact STORES Web helpdesk for further assistance. **(T-3).**

4.3.3. Correct any discrepancies using Inventory Control or STORES Web. Refer to the CFS Handbook, View/Edit Purchase Order, page 46. **(T-3).**

4.3.4. Coordinate discrepancies with the DLA TS account manager. **(T-3).**

**4.4. Inventory Control.** Storeroom personnel control subsistence until issued to the production manager on shift. **(T-3).**

4.4.1. Keep all storage areas secured and issue out items to the kitchen to ensure security and accountability of subsistence items in the storeroom. **(T-3).**

4.4.2. At non-automated operations record food transferred between facilities on AF Form 3516, *Food Service Inventory Transfer Receipt*. For automated operations transferred-ins are an Invoice Entry and transferred-outs are an Adjustment Entry. Refer to the CFS Handbook,

Enter and Send Inter-Unit Transfers, page 66 to manage transfers between food service operations. (T-3).

**4.5. Physical Inventory.** Facility managers will conduct a weekly inventory as defined in CFS. FSOs/FSSCs assign members other than the storeroom personnel to take a physical inventory of all food items on the close of business on the last day of the month. (T-3).

4.5.1. The person taking the inventory:

4.5.1.1. In manual operations record the inventory count on AF Form 3514, *Inventory Count Worksheet*. (T-3).

4.5.1.2. In automated operations record the inventory count on count sheets then enter counts into the Physical Count Entry under Inventory Control in CFS. Ensure the Physical Count Entry is printed out prior to processing it in CFS. (T-3).

4.5.2. The FSO/FSSC reviews and certifies the inventory. (T-3).

**4.6. End of Fiscal Year (FY) Inventory.**

4.6.1. On the last day of the current fiscal year, the FSO or Sustainment Flight Commander/Chief assigns someone in writing outside of food service to conduct the physical inventory (T-3) using the following procedures:

4.6.1.1. Facility managers provide inventory officers with printed count sheets (Physical Count Entry). (T-3).

4.6.2. Storeroom personnel, under observation of the inventory officers, will physically count inventory items in storage locations, kitchens and production areas. (T-3).

4.6.2.1. Storeroom personnel will enter inventory counts into CFS (Physical Count Entry) once the inventory is complete. Inventory officers will verify all counts are entered into CFS. Storeroom personnel will save the inventory count and reconcile the overages and shortages. Once complete, storeroom personnel will print the Edit List Count Sheet utilizing the directions and illustrations in the CFS Handbook. Inventory officers will then sign the Edit List Count Sheet, thus certifying the inventory is correct. Facility managers then sign the Edit List Count Sheet. (T-3).

4.6.3. Once the inventory is completed, save the inventory and close out. (T-3).

4.6.3.1. Facility managers will process physical counts the next day. Once counts are processed, verify that they were processed (look in Physical Counts and the Event Viewer). Refer to the CFS Handbook page 95. (T-3).

4.6.4. Once this process is completed facility managers will print out three copies of the On Hand Summary Report (RCS: HAF-SVO (A) 0304). This is the new fiscal year starting inventory. The FSO/FSSC will sign the On Hand Summary Report. One copy of the report is given to the food service accountant; one is emailed to AFPC/SVOF.

**4.7. Cost Corrections.** Any cost corrections accomplished in automated operations, which exceed one percent of the total dollar value of the item class (i.e., beef items are 111, poultry 112, etc.), must be approved by AFPC/SVOF. (T-2).



**4.8. Uniform Requirements.** Food Service personnel engaged in preparation and serving of food shall be attired in appropriate food service uniforms as prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. **(T-1).**

**4.9. (Added-AFGSC) MAFFO Storeroom:**

4.9.1. **(Added-AFGSC)** Maintain close coordination with the commissary and prime vendor concerning the availability, quantity, and quality of subsistence.

4.9.2. **(Added-AFGSC)** Order, receive, store, transfer, and issue subsistence to all authorized activities.

4.9.3. **(Added-AFGSC)** Key into Stores web all requisition, receipt, transfer, issue and other documents affecting inventory by close of business daily.

4.9.4. **(Added-AFGSC)** Provide MAFFO NCOIC current inventory prices by the 25th day of each month.

4.9.5. **(Added-AFGSC)** Monitor inventory balance, date-of-pack, rotation, and expiration dates on all subsistence.

4.9.6. **(Added-AFGSC)** Establish procedures to transport food items to the MAF kitchens.

4.9.7. **(Added-AFGSC)** Ensure necessary equipment (refrigeration) is maintained in good state of repair.

4.9.8. **(Added-AFGSC)** Account for any discrepancies between the physical and book inventory.

4.9.9. **(Added-AFGSC)** Compute a daily account of purchases and transfer on the AF Form 1119 and forward to 20 AF/A1S within 10 calendar days of the following month.

4.9.10. **(Added-AFGSC)** At end of the FY, ensure a disinterested individual outside the MAFFO operation conducts a physical inventory of all food items.

4.9.11. **(Added-AFGSC)** Conduct inventory on the 15<sup>th</sup> and the end of month to ensure correct stock levels are maintained for MAFFO operations.

## Chapter 5

### WAR RESERVE MATERIEL (WRM) MANAGEMENT

**5.1. Requirements.** This section expands on responsibilities and policies in DoD Directive (DoDD) 3110.6, *War Reserve Materiel Policy*, and AFI 25-101. The War Consumable Distribution Objective (WCDO), USAF War and Mobilization Plan and MAJCOM ration requirements summary specify the number of days, quantities, and types of rations to be maintained as WRM funded levels by the principle MAJCOM for storage and use at the operational level.

5.1.1. Only requirements identified for each MAJCOM as described in [paragraph 5.1](#) are programmed and funded as WRM. For identification installations must coordinate all Air Force Operational Plan (OPLAN) requirements with their MAJCOM/A1R/ A4L.

5.1.2. MAJCOM/A1R/A4L provides their annual WRM ration requirements in writing to AFPC/SVOF by 15 March. Requirements identified for locations that do not have an Air Force food service activity assigned will be stored at the nearest Air Force installation that has a food service activity.

5.1.3. MAJCOM/A1R identifies and approves all self-sustaining unit ration requirements in their annual ration requirements summary. These units may store their rations instead of food service activities. Rations and accountable forms will be issued on a hand receipt to receiving units.

5.1.4. AFPC/SVOF budgets for WRM Rations for storage at Regular Air Force installations with ration requirements, and coordinates with the Defense Logistics Agency for storage in CONUS and OCONUS. These wartime and operational rations include; Unitized Group Rations (UGR) and Meals Ready to Eat (MREs)

### 5.2. Requisitioning.

5.2.1. AFPC/SVOF approves new or increased WRM requirements, and places annual requisitions for all CONUS installations. WRM rations are only approved for storage at Regular Air Force installations that have an Air Force food service activity, except as noted in [paragraph 5.1.3](#) and [5.1.4](#) above.

5.2.2. Installations will not exceed or drop below WRM-funded levels.

**5.3. Storage.** WRM rations should be stored under refrigeration (ideal temperature is 35-50 degrees Fahrenheit) to extend their shelf life. The maximum shelf life is 36 months at 80 degrees Fahrenheit. Installations unable to store under refrigeration need to contact AFPC/SVOF for further guidance. (T-1).

5.3.1. If current facilities are inadequate for storage of WRM rations, the installation commander will provide space elsewhere on the installation. The facility will be under lock and key and controlled by the FSO/FSSC and the person charged with the WRM program; furthermore, it must provide adequate security, so only those who control the rations have access to them. Erect a physical barrier (floor to ceiling) to prevent theft or pilferage should the facility be jointly used with another FSS or installation activity. (T-1).

5.3.2. Store WRM rations by lot number and date-of-pack (First-in-First-Out (FIFO)) on standard 40" X 48" size pallets. **(T-3).**

5.3.3. WRM rations may be stored in the same warehouse as food service stocks; however, they will not be commingled together (refer to **paragraph 5.3.1**). WRM and food service rations should not be stacked more than three pallets high—without warehouse rack shelving.

5.3.4. Food Service will store the number of WRM rations to meet the installation's WRM requirements. Food Service will not separate and store WRM rations for individual units. MREs will be stored on pallets of the same lot number. Individual MREs are issued to dining facilities and/or flight kitchens if the capability exists in support of authorized personnel. **(T-3).**

5.3.5. Rations stored by self-sustaining units are issued on AF Form 3516, with a Memorandum of Understanding (MOU) signed out by the issuing service and self-sustaining unit commanders. Refer to **Attachment 7**. Food service must account for these rations in the WRM account and report monthly on a separate AF Form 28, *War Reserve Materiel (WRM) Ration Report* (RCS: HAF-SV(M)9601). Refer to **Attachment 8** for reporting procedures. **(T-1).**

**5.4. Issues and Transfers.** If sufficient rations are not available in food service and WRM rations have to be used for emergencies, the Force Support Commander or designated representative must approve the release of all WRM rations in coordination with the installation War Reserve Materiel Officer (WRMO) on AF Form 3516. **(T-3).**

5.4.1. Regular Air Force units must obtain MRE/UGR rations through food service. Food service will order and issue rations to units using AF Form 3516. **(T-3).** Units will then be issued accountable forms, such as AF Form 79, for control of ESM and BAS funds when rations are consumed. Guidance will be provided by food service to units.

5.4.2. Only authorized Regular Air Force units can use unit funds to purchase survival packets and emergency drinking water. These authorized units must obtain these rations through Installation Supply. Survival packets and drinking water will not be stored in the food service warehouse. Storage of these items is the authorized unit's responsibility. **(T-3).**

5.4.3. Issue all operational rations in full case lots only. If an open case is found, issue it to a facility that issues them out individually to authorized personnel. **(T-3).**

5.4.4. Include date-of-pack, lot number, and quantity of rations issued on AF Form 3516. **(T-3).**

5.4.5. All expired or expiring MREs/UGRs are inspected by Military Public Health. **(T-3).** If Military Public Health determines rations are fit for consumption they will extend their shelf life. Military Public Health is responsible in determining if rations are edible or need to be condemned. Military Public Health inspectors provide DSCP Form 5117, *Report of Inspection of Operational Rations*, or comparable documentation to food service personnel for the lot number and quantity of rations found unfit for consumption. **(T-3).** These rations are destroyed by food service. **(T-3).** Heater packs are considered hazardous material. Contact AFPC/SVOF for further guidance on how to destroy and dispose of MRE heater packs.

5.4.6. Return rations to food service activities if there is not a recurring demand for them. Accept full cases only, and have Military Public Health inspectors inspect rations for serviceability before accepting them into APF food operations. **(T-3).**

5.4.7. For support of exercises and contingencies, transfer operational rations from one installation to another using DD Form 1149, *Requisition and Invoice/Shipping Document*. A document number must be obtained from AFPC/SVOF and rations must be inspected by Military Public Health prior to shipment in accordance with DLA TS Handbook 4155.2, *Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A)*. A copy of the inspection report accompanies the shipment. **(T-2).**

**5.5. Rotation.** AFPC/SVI/SVO develops and monitors rotation of all pre-positioned WRM assets to include those stored by food service. MREs must be rotated annually to ensure serviceability of rations. Contact AFPC/SVOF by April/May each year to identify and coordinate ration rotation replacement requirements. AFPC/SVOF will also inform MAJCOMs/A1Rs of quantities and types of WRM rotation requirements DLA TS has of stocks stored in CONUS. **(T-2).**

5.5.1. AFPC/SVI/SVO identifies rations yearly that are not used in local exercises and coordinates with MAJCOMs/A1Rs for redistribution to other installations. **(T-2).**

5.5.2. Rotate new rations into WRM upon receipt of annual replacement rations. Record rations under quantity (QTY) Purchase on the AF Form 28. Rotate old WRM MREs into operational inventory. No other action required on the AF Form 28. **(T-3).**

5.5.3. Use AF Form 28 to report each type of ration (MREs and UGRs) in storage by lot number and date-of-pack. Refer to [Attachment 8](#) for additional guidance on reporting procedures. **(T-3).**

**5.6. Inventory.** Conduct a physical monthly inventory to determine and certify on hand quantity and monetary value of rations. On hand quantities are inventoried and recorded by date-of-packs, and lot numbers. WRM assets will not exceed or drop below the funded-level established by AFPC/SVOF. **(T-2).** Perform a physical inventory on the last workday of each month.

5.6.1. Self-sustaining units will inventory issued rations monthly, and report results (lot numbers and quantities) to food service personnel. Food service reports these rations on a separate AF Form 28 for those units. **(T-3).**

**5.7. Revaluation.** Each fiscal year (1 October) the case purchase price (not sell price) of MREs may change. Food service personnel will re-value MRE inventories to account for the price change. Two AF Forms 28s will be submitted. Food Service personnel will conduct an end of fiscal year inventory on 30 September for the cost (not sell price) using that current year's case price. The end of year quantity will then be transferred to a new AF Form 28 for the next fiscal year. The AF Form 28 for 1 October (start of the new fiscal year) will reflect the new case purchase price for the new fiscal year. **(T-3).**

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**Attachment 1****GLOSSARY OF REFERENCES, AND SUPPORTING INFORMATION*****References***

AFPD 34-1, *Air Force Services*, 2 November 2012

(Added-AFGSC) AFI 48-117, *Public Facility Sanitation*, 26 June 2014

(Added-AFGSC) AFI 48-116, *Food Safety Program*, 19 August 2014

(Added-AFGSC) AFI 38-101, *Air Force Organization*, 16 March 2011

(Added-AFGSC) AFI 36-2201, *Air Force Training Program*, 15 September 2010

DoDI 1338.10, *Manual for the Department of Defense Food Service Program*, 12 September 2012

(Added-AFGSC) DD Form 2973, *Food Operation Inspection Report*

(Added-AFGSC) AF Form 1119, *Monthly Monetary Record*

(Added-AFGSC) AF Form 1098, *Special Task Certification and Recurring Training*

(Added-AFGSC) AF Form 797, *Job Qualification Standard Continuation/Command JQS*

(Added-AFGSC) AFGSC Form 1650a, *ALACS Daily Dining Facility Summary*

(Added-AFGSC) AFGSC Form 16, *Missile Alert Facility Kitchens (MAFK) (Shift) Stock Control Record*

(Added-AFGSC) 20AFI 36-2805, *Twentieth Air Force Functional and Professional Awards Program*, 28 June 2012

(Added-AFGSC) AFMAN 48-147, *Tri-Service Food Code*, 30 April 2014

(Added-AFGSC) AFMAN 36-2236, *Guidebook for Air Force Instructors*, 12 November 2003

DoD Regulation 7000.14-RV12, *Financial Management Regulation*, May 2011

DoDD 1418.05, *Basic Allowance for Subsistence (BAS) Policy*, 6 October 2003

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, 2 May 2005

AFI 33-360, *Publications and Forms Management*, 7 February 2013

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 40-104, *Health Promotion Nutrition*, 4 October 2011

AFI 65-601V1, *Budget Guidance and Procedures*, 16 August 2012

(Added-AFGSC) AFPD 38-1, *Organization and Unit Designations*, 24 August 2011

AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*, 12 April 1994

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 34-240, *Food Service Management Program*, 2 May 2005

AFMAN 65-116V2, *Defense Joint Military Pay System (DJMS) Unite Procedures Excluding FSO*, 16 March 2007

AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2013)*, 14 October 2010

Corporate Food Service (CFS) Handbook

DLA TS Handbook 4155.2, *Inspection of Meals, Ready-To-Eat (MREs) Rations (Appendix A)*

### ***Prescribed Form***

AF Form 28, *War Reserve Materiel (WRM) Ration Report*

### ***Adopted Forms***

AF Form 27, *Food Service Customer Survey*

AF Form 79, *Head Count Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1254, *Register for Cash Collection Sheets*

AF Form 1119-1, *Manual Monthly Monetary Report*

AF Form 282, *Unannounced Spot-Check of Cashier*

AF Form 1305, *Receipt for Transfer of Cash and Vouchers*

AF Form 3516, *Food Service Inventory Transfer Receipt*

AF Form 3514, *Inventory Count Worksheet*

DD Form 1131, *Cash Collection Voucher*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 1149, *Requisition and Invoice/Shipping Document*

SF 1080, *Voucher for Transfer between Appropriation and/or Funds*

### ***Abbreviations and Acronyms***

**AFI** —Air Force Instruction

**AFJMAN** —Air Force Joint Manual

**AFMAN** —Air Force Manual

**AFPC/SVF** —Air Force Personnel Center Services Financial Management

**AFPD** —Air Force Policy Directive

**AFROTC** —Air Force Reserve Officer Training Corps

**ALACS** —A La Carte System

**APF** —Appropriated Fund

**BAS** —Basic Allowance for Subsistence

**CFS** —Corporate Food Service  
**CONUS** —Continental United States  
**COR** —Contract Operations Representative  
**DeCA** —Defense Commissary Agency  
**DFAS** —Defense Finance and Accounting Service  
**DLATS** —Defense Logistics Agency Troop Support  
**DoDD** —Department of Defense Directive  
**DoDI** —Department of Defense Instruction  
**DoDR** —Department of Defense Regulation  
**DSO** —Defense Subsistence Office  
**ESM** —Essential Station Messing  
**EA** —Executive Advisor for Services  
**FSC8900SL** —Food Service Catalog 8900 Stock Listing  
**FSO** —Food Service Officer  
**FSSC** —Food Service Section Chief  
**FTI** —Food Transformation Initiative  
**FY** —Fiscal Year  
**HACCP** —Hazardous Analysis Critical Control Point  
**HQ AFPC** —Headquarters Air Force Personnel Center  
**HQ AFPC/SV** —Headquarters Air Force Personnel Center Services Directorate  
**ITD** —Inspection Test Date  
**JFTR** —Joint Federal Travel Regulation  
**JTF** —Joint Task Force  
**MAJCOM** —Major Command  
**MILSTRIP** —Military Standard Requisitioning and Issue Procedures  
**MOU** —Memorandum of Understanding  
**MREs** —Meals, Ready to Eat  
**MTF** —Medical Treatment Facility  
**MTW** —Major Theater War  
**NAF** —Nonappropriated Funds  
**NROTC** —Naval Reserve Officer Training Corps  
**OCONUS** —Outside the Continental United States



**OPLAN** —Operational Plan

**O&M** —Organizational Operations and Maintenance funds

**PFD** —Present for duty

**POS** —Point of Sales

**PV** —Prime Vendor

**QAE** —Quality Assurance Evaluator

**QTY** —Quantity

**RDD** —Required Delivery Date

**ROTC** —Reserve Officer Training Corps

**SOW** —Statement of Work

**STORES** —Subsistence Total Ordering and Receipting Electronic System

**SVO** —Operations Division

**SVOF** —Air Force Food and Beverage Branch

**TDY** —Temporary Duty

**UGR** —Unitized Group Ration

**USAF** —United States Air Force

**USD/C** —Under Secretary of Defense, Comptroller

**WCDO** —War Consumable Distribution Objective

**WRM** —War Reserve Materiel

**WRMO** —War Reserve Materiel Officer

### *Terms*

**Accounting Period**—A period based on a calendar month, beginning on the first and ending on the last day of the month. The accounting period must not extend past the last day of the calendar month.

**AFPC/SVOF**—Air Force Personnel Center, Air Force Food and Beverage Operations Branch. Implements policy and is responsible for procedures, management and oversight of Air Force food service operations.

**"A" Ration**—Perishable and semi perishable foods used in food service facilities where refrigeration is available.

**A La Carte System (ALACS)**—A system in which the dining facility charges cash customers for each menu item selected. Meals served to personnel on Essential Station Messing (ESM) are recorded in the POS system in the same manner as for cash sales, but the sale is recorded as an ESM sale and ESM customers are provided their meals without additional charge.

**Basic Allowance for Subsistence (BAS)**—A monetary allowance prescribed by law, paid to military personnel for subsistence.

**Book Inventory**—The dollar value of subsistence items on hand at any given time as determined from accounting records kept in connection with day-to-day business (On-Hand Summary).

**Breakfast**—The first meal of the day that is served during morning hours.

**Carryout Service**—Food available for takeout, commonly referred as Grab-n-Go, from dining facilities or independent facilities. .

**Closing Inventory**—The dollar value of the physical inventory at the end of the subsistence accounting period.

**Common Service**—Service provided to ESM members of another branch of military service, such as Army, Navy and Marine Corps. No reimbursement is required.

**Corporate Food Service**—Air Force Food Service automated management information system for food service.

**Defense Logistics Agency (DLA)**—Single manager responsible for a wide variety of common items of subsistence, fuels and supplies required by military services.

**Defense Logistics Agency Troop Support (DLA TS)**—The center designated by DLA to provide subsistence support to all services worldwide.

**Defense Subsistence Office (DSO)**—The DLA TS perishables supply point, which provides fresh fruits and vegetables, frozen food and chill items.

**Dinner**—The third meal of the day served during evening hours.

**Discount Meal Rate**—The meal rate that includes only the cost of food.

**Earned Income**—The monetary credit obtained based on the cost of the food items selected minus the surcharge.

**Essential Station Messing (ESM)**—Commanders may place enlisted members in grades E1-E6 who permanently reside in dorms to ESM. Members on ESM receive meals at the dining facility at no additional charge – the member does not pay for their meal at the cash register once their status on ESM is validated.

**Finished Waste**—Product with one or more added ingredients that has been discarded due to over preparation, excessive holding times, mishandling, or is dropped or spilled. Managers must ensure this type of waste is minimal. It is an adjustment entry within Inventory Control.

**Food Handlers**—Food service personnel who work where unsealed foods or drinks are handled, processed, prepared, served, and who touch foods or food contact surfaces. Excluded are food service managers, cashiers, and delivery persons who do not handle foods or touch food contact surfaces.

**Food Service Officer (FSO)/Food Service Section Chief (FSSC)**—An officer, noncommissioned officer, or civilian responsible to the squadron military support flight chief for the management of APF food service operations.

**Full Meal Rate**—The cost of food in addition to a proportional charge (surcharge) for the operating cost.

**Gain or Loss**—The profits or losses in the food service operation during the accounting period operations.

**Head Count**—The number of personnel who eat meals in the dining facilities, according to AF Form 79 or electronically recorded data.

**Inventory**—The physical count of subsistence items on hand at any given time.

**Inventory Control**—An automated CFS program that operates as a standalone, or in conjunction with Aloha Table Service (point-of-sales). It allows food service managers greater control over how inventory usage is reconciled and improves the ability to help identify theoretical food costs.

**Line Item**—Any item that carries a separate inventory item number or is otherwise identified for ordering, storing and processing.

**Lunch**—The second meal of the day that is served midday.

**Meal Cost Allowance**—A monetary figure used for ESM projections that determines earned income credit for manual APF facilities

**Military Standard Requisitioning and Issue Procedure (MILSTRIP)**—Prescribed uniform procedures, data elements and codes, formats, forms, and time standards for the interchange of logistics information relating to the requisitioning, supply advice, supply status, materiel issue/receipt, lateral redistribution, and material return processes used to purchase WRM and operational rations.

**Night Meal**—The midnight meal is served between the dinner and breakfast meals.

**Opening Inventory**—The dollar value of the physical inventory of the subsistence account at the beginning of an accounting period. This figure must be the same as the closing inventory value of the preceding accounting period.

**Operational Rations**—Specially packaged, processed, or prepared food for operational or emergency conditions, as identified in Food Service Catalog 8900 Stock Listing (FSC 8900 SL). Packaged operational rations are designed for individual use in the field, and may be enhanced with beverages and other food items (not mandated).

**Perishable Item**—Subsistence item requiring refrigeration to prevent spoilage during transportation and storage.

**Physical Count**—The physical amount of inventory on hand counted on a weekly or monthly basis. This includes items stored in storage locations, kitchen and production area.

**Prime Vendor (PV)**—DLA TS subcontracts to vendors to provide subsistence directly to dining facilities.

**Progressive Food Preparation (Batch Cooking)**—Preparation of food items at selective time intervals during meal periods. The objective is to match food preparation to the flow of customers through the serving lines so fresh, high quality foods are available.

**Quality Assurance Evaluator (QAE)**—A military or DoD civilian responsible for surveillance of contractor performance.

**Ration**—Three required meals that are nutritionally adequate to subsist one person for one day.

**Raw Waste**—Inventory items consisting of original ingredient(s) that is not mixed with other ingredients. Items have been discarded due to over ordering, spoilage or mishandling. Managers must ensure this type of waste is minimal. It is an adjustment entry in Inventory Control.

**Required Delivery Date (RDD)**—The Julian calendar date when merchandise is required.

**Satellite**—A food service location operated as an annex of a parent dining facility that does not maintain a separate account. It provides operating data for the parent facility's AF Form 1119-1, or the Sales and Cost Report in automated operations.

**Seconds**—The serving of a second portion, at the request of a customer, on food items. Policy is determined by the installation. The serving of a second portion is considered an additional head count.

**Semi perishable Item**—A subsistence item not requiring refrigeration during transportation and storage.

**Shipment**—The movement of merchandise from point of origin to destination.

**Statement of Work (SOW)**—A document that accurately describes the essential and technical requirements for contracted services, including the standards used to determine if requirements have been met.

**Subsistence Total Ordering and Receipting Electronic System (STORES)**—DLA Troop Support Subsistence's web-based ordering system that enables the Military Service to order and receipt subsistence products from their Prime Vendors via electronic data interchange (EDI).

**Transfers**—The movement of subsistence supplies from one location to another within the overall food service division.

**Transient Diners**—Authorized enlisted personnel in TDY status eating at government expense in Air Force dining facilities other than their assigned installations.

**Unitized Group Rations (UGRs)**—Used to sustain military personnel during worldwide operations. The UGR is designed to maximize the use of commercial items and to simplify the process of providing high quality food service in a field environment.

**War Consumable Distribution Objective (WCDO)**—A classified document that lists installations and war consumable items, including rations that must be on hand to support current Air Force war reserve plans.

**War Reserve Materiel (WRM)**—Materiel required to augment peacetime assets to support wartime activities reflected in HQ USAF war and mobilization plans until industrial installations meet wartime demands.

**Year-End Formal Inventory**—The physical count of subsistence items on hand at the end of the FY. The count determines accountability of food service activities.

## Attachment 2

### USE OF AIR FORCE APF DINING FACILITIES

**A2.1. The Air Force operates APF enlisted dining facilities to meet the mission feeding requirements of the installation.** This facility provides subsistence entitlements to enlisted members who reside in dormitories. In addition, the dining facility provides food service to all Airmen, military and civilian, while on duty. Facilities also provide a structured on-the-job training environment for food service personnel to meet our war-fighting mission, and to provide flight and operational meal service in support of daily operations. . Use of the dining facility is limited to military heritage meeting (First Sergeant, Chief Group, DV Visits) , all other non-heritage and catered events are not authorized. [Attachment 3](#) lists the meal rates for the following customers and other situations where it is appropriate for the installation commander to authorize personnel to eat in dining facilities. Meal rate charges are determined by the Under Secretary of Defense, Comptroller (USD/C), and are published annually. All waivers to meal charges must be approved by USD/C.

#### **A2.2. Enlisted Members:**

A2.2.1. Enlisted members who are essential station messing (ESM) are authorized to use the dining facility at no charge.

A2.2.2. Enlisted members who receive BAS are authorized to use the dining facility as a cash-paying customer.

A2.2.3. Enlisted members receiving the meal portion of per diem are authorized to use the dining facility as a cash-paying customer.

#### **A2.3. Officers:**

A2.3.1. The installation commander may authorize officers to eat meals in the dining facility after determining other facilities, including NAF food activities, installation exchange cafeterias, and installation restaurants, are not available, adequate, or readily accessible to the duty station and that sufficient capability to provide this meal service is available within the dining facility operation.

A2.3.2. Officers receiving a meal portion of per diem are authorized to use dining facilities when the authorization is included in TDY orders by the orders authorizing official. Officers may only be authorized to use dining facilities at locations where the installation commander has determined government meals are available for DoD TDY travelers. Locations where government meals are available to TDY travelers are listed in AFMAN 34-102.

#### **A2.4. Civilians:**

A2.4.1. The installation commander may authorize DoD civilians to eat meals in dining facilities after determining other facilities, including NAF food activities, installation exchange cafeterias, and installation restaurants, are not available, adequate, or readily accessible to the duty location, and that sufficient capability to provide this meal service is available within the dining facility operation. .

A2.4.2. DoD civilians receiving a meal portion of per diem are authorized to use dining facilities upon presentation of their TDY orders. Civilians may only use dining facilities at

locations where the installation commander has determined government meals to be available to DoD TDY travelers.

A2.4.3. Dependent family members of military personnel. Generally, dependent family members of military personnel are not authorized to use the enlisted dining facility. When family members of military personnel E1-E4 are authorized to eat in the enlisted dining facility, they are charged the discount meal rate (food cost only). The installation commander may authorize family members of military members and family members of DoD civilians assigned overseas to eat meals in the dining facility after determining other facilities, including NAF food activities, installation exchange cafeterias, and installation restaurants, are not available or adequate and that sufficient capability to provide this meal service is available within the dining facility operation.

A2.4.4. Retirees. Installation commanders have the authority to allow retirees to use the enlisted dining facility. When making such a decision, the installation commander should consider the capability of the dining facility, the service impact on delivering the subsistence entitlement to Regular AF enlisted members, and the service impact on TDY travelers. Where such permission does not degrade our ability to serve our primary customers, use of the enlisted dining facility may be granted.

## Attachment 3

**WHAT ELIGIBLE CUSTOMERS IN APF FACILITIES ARE CHARGED****Table A3.1. What Eligible Customers in APF Facilities are Charged**

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	Discount Rate (cost of food)	Standard Rate (cost of food plus surcharge)
<b>Officers and Federal Civilian Employees</b> performing duty on a U.S. Government vessel, on field duty, in a group status, included in ESM as defined in the JFTR, Volume I, on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations or on JTF operations other than training at temporary U.S. installations, or using temporary APF facilities		X	
<b>Officers, Federal Civilian Employees</b> on any status other than that set forth in above block			X
<b>Enlisted personnel</b> not receiving either an allowance for subsistence or the meal portion of per diem	X		
<b>Enlisted personnel</b> on a U.S. government aircraft on official duty either as a passenger or as a crew member engaged in flight operations or on JTF operations other than training at temporary U.S. installations, or using temporary APF dining facilities		X	
<b>Enlisted personnel</b> receiving the meal portion of per diem or when they are receiving an allowance for subsistence			X
<b>Note:</b> Enlisted members are not entitled to the meal portion of per diem, nor a monetary allowance for subsistence, when on field duty, sea duty, group travel, or ESM. Therefore, meals are at no charge.			
THESE CUSTOMERS	PAY THIS AMOUNT		

	No charge	Discount Rate (cost of food)	Standard Rate (cost of food plus surcharge)
<b>Members of Youth Groups</b> extended the privilege of visiting a military installation, or when residing at a military installation and permitted to eat in an APF dining facility		X	
<b>Members of ad hoc youth groups</b>			X
<b>Military Dependents</b> of enlisted member in pay grades E-1 through E-4		X	
<b>Military Dependents</b> of enlisted members in pay grades other than E-1 through E-4			X
<b>Military retirees and their dependents, government contractors in overseas contingency operations, and all other individuals not included in table</b>			X
<p><b>Notes:</b> Youth groups consist of nonprofit youth groups sponsored at the national or local level and ad hoc groups of youths. The distinction between the two groups is that an organized youth group has continuity over time and a structure (such as officers, advisors, organization rules), while an ad hoc group does not. For example: A local high school Key Club, which may be sponsored by the Kiwanis Club, would qualify as an organized nonprofit youth group. On the other hand, if the children of a local Kiwanis Club's members visited an installation, they would be considered to be an ad hoc group because they are not a formally organized and structured youth group.</p>			



## Attachment 4

## TYPES OF FLIGHT MEALS AND ALLOWANCES

Table A4.1. Types of Flight Meals and Allowances

FLIGHT MEALS	
TYPE	ALLOWANCE
Large Menu	Limited to 65 percent of the meal cost allowance.
Meal Cooked, Frozen	Limited to the cost of the meal, plus the cost of the enhancement. Cost of enhancements is limited to 20 percent of the cost of the meal.
Bite Size Meal	Limited to 75 percent of the meal cost allowance.
Meals, Ready-to-Eat	Limited to the price of the meal plus the cost of the enhancements. The cost of the enhancements is limited to 15 percent of the meal cost.
Small Menu	Limited to 30 percent of the meal cost allowance.
Bulk Subsistence for Preparation Aloft	Limited to 65 percent of the meal cost allowance.
Hospital Patient Large Menu	Limited to 80 percent of the meal cost allowance.
High-Protein, Low-Residue	Limited to 65 percent of the meal cost allowance.
A La Carte Menu	Limited to actual cost of ingredients, up to 65 percent of the meal cost allowance.

**Attachment 5****FOOD SERVICE REPORTING PROCEDURES (T-3)**

**A5.1. Corporate Reporting:** Is used to consolidate data from the monthly, weekly, and daily monetary records and other food service reports. AF Form 1119-1, *Monthly Monetary Report* is used to account for meals served, subsistence costs, and daily financial costs for installation dining facilities and field feeding operations. The Sales and Cost Report is used to account for total sales and costs of food in automated operations for input to the AF Form 1119-1.

A5.1.1. This report is designated emergency status C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of higher priority reports.

A5.1.2. Installations send monetary reports to AFPC/SVOFA by the 8<sup>th</sup> working day of the month

A5.1.3. Two copies of AF Form 1119-1 for field feeding operations and manual installation dining facilities.

A5.1.4. Installations email/send copies of the AF Form 28. It should be forwarded to AFPC/SVOFA at the close of the accounting period (end-of-month), by close of business on the 8<sup>th</sup> workday of each month.

**Attachment 6****FTI FOOD SERVICE REPORTING PROCEDURES (T-3)**

- A6.1. FTI installations will submit consolidated data for monthly uploads to AFPC/SVI SharePoint site.**
- A6.2. AF Form 1119-1. This report will be for each dining facility and POD operation.**
- A6.3. FTI Labor Validation Letter.**
- A6.4. FTI Labor Variance Sheet.**
- A6.5. Contact Operations Representative (COR) Corrective Action Report (CAR).**
- A6.6. FTI COR monthly Performance Evaluation Report (PER).**
- A6.7. FTI COR Inspection Checklist.**
- A6.8. AF Form 28, *War Reserve Materiel Ration Report*.**
- A6.9. End-of-Month Inventory in PDF form.**
- A6.10. Coremark Purchase Invoices.**
- A6.11. Java City Purchase Invoices.**

**Attachment 7****SAMPLE MEMORANDUM OF UNDERSTANDING (MOU) FOR RATIONS****MEMORANDUM OF UNDERSTANDING (MOU)**

This document establishes a MOU between the (unit) and the food service activity.

**A7.1. PURPOSE.** This MOU establishes the conditions and responsibilities of the signatories to the agreement under which the food service activity will provide operational rations for (unit/MAJCOM) in support of the self-sustaining unit tasked under OPLAN (number).

**A7.2. SCOPE AND CONDITIONS.** The scope and conditions under which support will be rendered are contained in this memorandum.

**A7.3. GENERAL AGREEMENT.** The (unit) and food service activity agree, that in the event a dispute or disagreement arising out of the support covered by this agreement which cannot be resolved at the operational level, the matter will be referred from the Force Support Commander or division chief to the MAJCOM/A1R. Should further resolution of the matter be required, refer it from the MAJCOM/A1R to AFPC/SVO, 2261 Hughes Avenue, Ste 156, Lackland AFB, TX 78236-9854.

**A7.4. DURATION, CANCELLATION, AND AMENDMENT.** This memorandum is effective on the date the memorandum is signed by the last signatory. It stays in effect for a period of three years unless formally ended in writing. This memorandum may be modified at any time by formal amendment signed by the signatories.

**A7.5. INSPECTION OF RATIONS.** All operational rations under the terms of this memorandum are subject to inspection by Military Public Health before pickup by (unit). Food service personnel are responsible for ensuring rations are re-inspected as determined by Military Public Health inspection reports prior to the Inspection Test Date, which is three years from date-of-pack, to determine whether the shelf life remains satisfactory or can be extended by inspection and certification by the Military Public Health.

**A7.6. SCOPE OF SERVICE AND RESPONSIBILITIES.** The (installation name) food service activity agrees to provide (quantity in cases) of operational rations (type of rations, date-of-pack, and lot number) from the warehouse, for storage by (unit) in building number.

A7.6.1. Units are responsible for:

A7.6.1.1. Ensuring adequate funding is available to support reimbursement to food service activities for any shortages (lost, missing, or stolen) of operational rations stored by units.

A7.6.1.2. Arranging any required banding/netting needs with installation transportation.

A7.6.1.3. Appointing responsible officers for controlling rations.

A7.6.1.4. In writing notifying food service managers when responsible officer changes occur due to change of command, transfers, PCS, etc.

A7.6.1.5. Picking up and signing for rations from food service on AF Form 3516.

A7.6.1.6. Providing food service managers with an AF Form 79 for ESM or cash for BAS meals at any time rations are issued to customers.

A7.6.1.7. Notifying food service managers when operational rations need replenishment due to consumption or losses.

A7.6.1.8. Performing and reporting monthly physical inventory counts of rations to food service.

A7.6.1.9. Control and reimbursement for rations used in accordance with AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2013)*.

A7.6.1.10. Ensuring the oldest rations on hand are used or rotated first-in-first out (FIFO).

A7.6.1.11. Returning rations to a food service activity when required (rotation), and picking up replacement rations.

A7.6.1.12. Ensuring operational rations stored by units are re-inspected by Military Public Health in accordance with DLA TS Handbook 4155.2, at least 180 days before the Inspection Test Date (ITD) (stamped on each case or placard). NOTE: expected shelf life is 3years unrefrigerated; however, shelf life may be extended or shortened by certification from Military Public Health per applicable directives.

A7.6.1.13. Perform report of survey action on DD Form 200, for any lost, stolen, or missing rations stored by units that were issued on AF Form 3516 by food service. Refer to AFMAN 23-220, *Reports of Survey for Air Force Property*, for guidance.

A7.6.2. Food Service personnel are responsible for:

A7.6.2.1. Requisitioning operational rations (MREs).

A7.6.2.2. Maintaining accountability for operational rations until issued to units for use during emergencies, contingencies, local alerts, exercise, disasters, etc.

A7.6.2.3. Issuing AF Form 3516 and AF Form 79, to charge installations/units or food service ESM funds at any time when WRM rations stored by units are short or consumed. AF Form 79 must be returned to food service once meals are consumed.

A7.6.2.4. Replacing operational rations when notified by the unit's responsible custodian that the rations are short or have been consumed.

A7.6.2.5. Receiving and issuing operational rations (MREs).

A7.6.2.6. Having Military Public Health inspect operational rations prior to pickup by units.

A7.6.2.7. Ensuring the DoD food inspection stamp is on the back of all copies of AF Form 3516, to identify that rations were inspected.

A7.6.2.8. Ensuring the operational rations are palletized on standard (40" X 48") wooden pallets.

A7.6.2.9. Keeping a signed copy of the original AF Form 3516 and MOU on file for auditing and inspection purposes.

A7.6.2.10. Ensuring rations issued on AF Form 3516 are added to the inventory.

A7.6.2.11. Ensuring AF Forms 3516 are revalidated annually.

A7.6.2.12. Ensuring operational rations are loaded onto installation vehicles sent by units or installation activities.

A7.6.2.13. Monitoring rations to ensure they are rotated 180 days prior to their expiration date.

**Attachment 8****WAR RESERVE MATERIEL (WRM) RATION REPORT (T-2)**

**A8.1. Submit monthly AF Form 28, *Food Service Meals Ready to Eat (MRE) Report* (RCS: HAF-SV (M) 9601) to report each type of ration in the WRM account in support of USAF War Plans.**

A8.1.1. This report is assigned emergency status code "C-2" and minimize code "Y." Continue reporting during emergency conditions, normal precedence. Submit data requirements assigned this category as prescribed, or as soon as possible after submission of priority reports. CONTINUE REPORTING DURING MINIMIZE.

A8.1.2. Each installation prepares a consolidated AF Form 28 for all WRM rations at the end of each month. Installation level reports are prepared and submitted to AFPC/SVI by the 8<sup>th</sup> calendar day following the reporting period by electronic mail. The AFPC/SVI must forward completed and accurate reports by electronic mail to AFPC/SVOF/FMNB by the 12<sup>th</sup> calendar day following the reporting period.

A8.1.3. Negative reports, if applicable, are required.

A8.1.4. Fully explains any differences from previous report.

A8.1.5. Reports may be legibly handwritten in blue/black ink or typed.

**Attachment 9 (Added-AFGSC)****EMERGENCY MEAL CREDIT MEMORANDUM**

MEMORANDUM FOR: \_

FROM MAF: \_\_\_\_\_

SUBJECT: Payment for Credit Meals

1. This memo is to certify \_\_\_\_\_, DoD ID Number \_\_\_\_\_, Unit \_\_\_\_\_, Duty Phone \_\_\_\_\_, was granted authorized credit feeding by my authority on \_\_\_\_\_ (Date) \_\_\_\_\_.

## SITE COMMANDER'S PRINTED NAME AND SIGNATURE

2. I, \_\_\_\_\_, will report to Missile Facility Chef Account Office, Bldg. \_\_\_\_\_, Room \_\_\_\_\_, within 48 hours of my return to \_\_\_\_\_ AFB to settle my debt in the amount of \$\_\_\_\_\_. If payment is not submitted within the 48 hour period, I understand that a copy of this memo will be forwarded to my unit commander.

PATRON'S SIGNATURE email address@us.af.mil